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Environmental Restoration Project Quality Procedure

for:

Documenting Personnel Qualifications

Los Alamos
NATIONAL LABORATORY

Los Alamos, New Mexico 87545

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Documenting Personnel Qualifications

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Documenting Personnel Qualifications

NOTE: Subcontractors may follow this quality procedure (QP) for documenting personnel qualifications or may use their own procedure(s) as long as the substitute meets the requirements prescribed by the Laboratory's LPR 308-00-00.1, Quality, and have been approved by the Environmental Restoration (ER) Project's Quality Program Project Leader (QPPL) before the commencement of the designated activities.

NOTE: ER Project personnel may produce paper copies of this procedure printed from the controlled-document electronic file located at <http://erinternal.lanl.gov/documents/Procedures/qps.htm>. However, it is their responsibility to ensure that they are trained to and utilizing the current version of this procedure. The author may be contacted if text is unclear.

1.0 PURPOSE

This QP states the responsibilities and describes the methodology for documenting personnel qualifications (of Los Alamos National Laboratory staff [University of California employees] and augmented staff [contractors]) within the ER Project.

Note: Qualifications of subcontractors are documented via the procurement process (see QP-7.1, Procurement).

2.0 DEFINITIONS

- 2.1 Limited-function personnel — Those personnel who usually perform infrequent, limited-scope tasks (e.g., procedure reviews). These personnel frequently fill short-term, rapid-turnaround project needs. These personnel may or may not be listed in the ER Project personnel directory.
- 2.2 Privileged record — A record to which access is controlled due to statutory, legal, or security requirements.
- 2.3 Supervisor — Any individual assigned to the ER Project who is a group, focus, task, or project leader or a manager (other than a contractor and/or subcontractor).

3.0 RESPONSIBLE PERSONNEL

The following personnel are responsible for activities identified in Section 4.0 of this procedure.

- 3.1 ER Project personnel (worker)
- 3.2 Supervisor
- 3.3 Training Specialist

4.0 PROCEDURE

- 4.1 The **supervisor** ensures that a Position Description form (Attachment A) is completed for each ER Project position, except for limited-function personnel (limited-function personnel are exempt from this procedure). Supervisors may contact the QPPL to obtain an example of a general position description.

Note: ER Project personnel may have more than one functional title and may work for more than one supervisor. Therefore, they may need to have more than one Position Description completed for the work they perform.

- 4.2 The **supervisor** and the **ER Project worker** both ensure that the Personnel Qualification Summary form (Attachment B) is completed for each position or obtains a résumé from the ER Project worker that includes, at a minimum, the information shown on the form (including the person's affirmation statement). The supervisor will ensure that the privacy of this information is protected.
- 4.3 The **supervisor** reviews the information documented on the Personnel Qualification Summary form, ensures that the candidate for the position meets the education and experience requirements documented in Section I of the Position Description form, and then completes Section II of the Position Description form.
- 4.4 The **supervisor** ensures that a copy of the Position Description form and Personnel Qualification Summary form are submitted to the training specialist in an envelope marked "Privileged," "Privileged Records," or some similar statement.
- 4.5 The **training specialist** updates the orientation and training database. Access to the database must be restricted to those ER Project personnel whose job requirements demonstrate a need-to-know (e.g., supervisors, assessors, or the ER Program Manager).

5.0 RECORDS

The **training specialist** is responsible for submitting the following records (processed in accordance with QP-4.4, Record Transmittal to the Records Processing Facility) to the Records Processing Facility.

- 5.1 Position Description form
- 5.2 Personnel Qualification Summary form
- 5.3 Pertinent correspondence related to these documents

6.0 TRAINING

All users of this QP are trained by self-study, and the training is documented in accordance with QP-2.2, Personnel Orientation and Training.

7.0 ATTACHMENTS

The document user may employ documentation formats different from those attached to/named in this procedure—as long as the substituted formats in use provide, as a minimum, the information required in the official forms developed by the procedure.

Attachment A: Position Description form (1 page)

Attachment B: Personnel Qualification Summary form (1 page)

Position Description

(This is a **Privileged Record**)

Section I (to be completed by Supervisor).

Title of Position:

Name of Person to Fill Position:

Duties and Responsibilities

Required Education and Experience

Section II.

I have evaluated the Personnel Qualification Summary for the person identified in Section I and have determined that the individual is qualified for this position.

Supervisor's

Signature: _____

(Print Name and Title, then Sign)

_____ Date

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Personnel Qualification Summary

(This is a **Privileged Record**)

This form is to be completed by the person who is filling the position.

Section I. Education:

Colleges, Universities, and/or Trade Schools Attended (also include Continuing Education)

Dates Attended

Degree Earned and Field of Study

Section II. Experience:

Organization

Dates Employed

Position Title

Duties and Responsibilities

Section III. Affirmation: I hereby affirm that, to the best of my knowledge, the information provided herein is complete and true, and I authorize its release.

Print Name

Signature

Date

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